

Olmsted Society of Riverside

Board of Directors

Job Description

Overview

The Olmsted Society of Riverside (Society) is a non-profit volunteer organization founded in 1968. In 1868, landscape architect Frederick Law Olmsted and his partner, Calvert Vaux, were commissioned to plan a unique community just west of Chicago, Illinois. The result was Riverside, a beautiful community along the Des Plaines River, complete with curving lanes, abundant greenery, and gas streetlights. The Society greatly appreciates the willingness of its members to serve in various capacities and whose volunteer spirit makes the Society what it is today.

Mission statement

The Olmsted Society is dedicated to sustaining Olmsted's vision for Riverside for generations to come. Its members are guided by his concern for humanity, nature, sense of community and the innovative and thoughtful essence of his work. The Olmsted Society invites residents and visitors to join us in learning, protecting the environment, and preserving our cultural and physical heritage.

Composition of The Olmsted Society of Riverside Board

The Society, of Director's consists of not less than five (5) nor more than twenty-one (21) individuals. Directors shall serve for a term of three (3) years. Terms of the Directors shall be adjusted so that no more than one-third (1/3) of the terms of office shall expire in anyone (1) year. Executive Board Officers include the President, Vice President, Treasurer and Secretary.

Purpose of the Board of Directors

The purpose of the Board of Directors of the Society is to provide volunteer services to assist with the leadership and general promotion of the Society by supporting the society's mission and objectives.

Fiduciary Responsibilities and Conflict of Interest

The Board of Directors are the fiduciaries who steer the organization's future by adopting and adhering to sound, ethical and legal governance and financial management policies, as well as determining that the not-for-profit organization has adequate resources to advance its mission. The Board members are fiduciaries because they are entrusted to always act in the best interest of the Society and not act on the member's own behalf or personal interest.

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Board Meetings

The Board of Directors of the Society shall hold no less than nine (9) meetings in each calendar year, each meeting shall be held in a different month. Attendance is important to enhance discussion and accomplish objectives. Four (4) unrecorded absences in one calendar year will result in the expulsion of that Board member.

Olmsted Society of Riverside (Society) Major Responsibilities of the Board of Directors

- Act as a fiduciary to the Society as described
- Is a member of the Board of Directors, in good standing.
- Understand the policies, procedures and By-laws of the Society.
- Attend and actively participate in Board meetings
- In consultation with other members of the Society, exercise strategic governance and oversight by providing, candid and constructive criticism, advice and comments.
- Work together with other members of the Society in a friendly, respectful manner.
- Recognize we are a group of individuals with different goals and priorities.
- Strive to understand and respect colleague's viewpoints and opinions, even if you disagree with the positions taken
- Be familiar with the Society's finances, budget and resource needs. Provide oversight of the financial reporting function, Including adoption of the annual budget and approval of material business decisions such as the Investment of funds or expenditures.
- Listen and participate in committee report outs at meetings
- Participate on a standing committee of the Board or serve on an ad-hoc committee as necessary and requested.
- Promote and communicate the Society's mission and programs to the members

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